

## TS-EAS - EAC-CPF team

**Place:** Virtual meeting, Zoom

**Date:** Friday, 6 July 2018, 3pm Berlin/2pm London/9am Boston

### Participants:

Aaron Rubinstein  
Erica Boudreau  
Karin Bredenberg  
Katherine M. Wisser (Liaison)  
Mark Custer (Schema team lead)  
Regine Heberlein  
Silke Jagodzinski (lead)

Not available: Anila Angjeli, Florence Clavaud, Gerhard Müller, Wim van Dongen

### Minutes

- 1) Update schema
  - a) tests: feedback
    - testing feedback received from Gerhard, Silke and Regine
    - no problems or bugs explored
  - b) editorial changes: please see [proposal](#)
    - separate names and thanks from the schema and move to the website or handbook, if needed
    - credit/identify Mark as responsible for schema writing → following EAD 3
    - add the list of changes
    - point to TS-EAS handbook, under construction by Kathy, to show who is involved
    - ➔ Silke creates a final proposal for this editorial and Mark is going to include that into the schema files before we call the TS-EAS for comments
- 2) discussing open issues
  - a) #52: [RNG version of schema does not define xml:id attributes properly](#)
    - result of team discussion added to the issue.
    - we don't know, if it is an issue → ask in the call for comments, helps us to prioritise
- 3) Update documentation
  - documentation update runs parallel to the public call for comments
  - we don't expect too many comments for the schema update
  - working on documentation during the call for comments seems useful to avoid big delays after the call for comments deadline
  - Erica is going to call the EAC-CPF team, if she needs a helping hand
- 4) Call for comments
  - a) TS-EAS: 2 weeks
    - after finalising the editorial and creation of pre-final schema files, the call for comments starts around 13 July 2018

- text draft available on google docs: add deadline (27 July 2018), add question for RNG schema usage
- b) Community: 2 month
  - Start: around 30 July 2018
  - Distribution:
    - SAA leaders list → Kathy, Karin
    - EAD-list → Silke
    - Website → Silke, Gerhard
  - Deadline: around 1 October 2018
- 5) Release date
  - communicate deadline for comments, no fixed release date but following the call for comments
  - examine the comments for 1 month and set the target release date
    - communicate targeted release date
- 6) Next steps
  - a) Standards portal text
    - Kathy went through the standards portal text and doesn't miss any representing information → ok as it is
  - b) Website
    - Silke proposes an update for the homepage text until release of updated schema
    - member names are listed in handbook and/or website → link to it from the website for maintaining reasons
- 7) Any other business
  - a) strategy for phase 2 is going to be an agenda topic for the meeting in August
- 8) Next meeting
  - a) planned: Friday, 3 August 2018
    - main topic: planning the August meeting